

EQUIPMENT PARTS STOREKEEPER

DEFINITION

Under supervision, to maintain adequate stock levels of all automotive, fire truck and construction equipment parts and supplies, to pick up and deliver City vehicles and to perform other relevant duties as required.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Equipment Maintenance Supervisor.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Research parts and supply catalogues and contact vendors to obtain information on product availability and prices.
2. Place orders with vendors, distributors and suppliers.
3. Review stock and distribute parts and supplies.
4. Maintain a computerized inventory record of all parts and supplies via the Fleet Management Information System.
5. Assist in the review of monthly expenditures and preparation of summary statements detailing usage and costs of various stock items.
6. Provide assistance in the development of annual orders and identification of possible vendors, supplies and materials.
7. Inspect new vehicles for part numbers, cross reference manufacturer and vendor account numbers and input data into Fleet Management Information System.
8. Pick up special emergency orders from local vendors.
9. Pick up and deliver City vehicles to and from local vendors in conjunction with parts acquisition or identification.
10. Coordinate the disposal of waste materials.

## QUALIFICATIONS

### Knowledge, Abilities and Skills

- A. Knowledge of automotive nomenclature and automotive parts manuals.
  - B. Knowledge of automotive/equipment parts, supplies and material descriptions.
- City of Hayward  
Equipment Parts Storekeeper (continued)
- C. Knowledge of storekeeping and warehousing methods including inventory control.
  - D. Skill in the use of computers.
  - E. Ability to add, subtract, multiply and divide whole numbers and fractions.
  - F. Ability to maintain records and prepare reports.
  - G. Ability to safely lift and move heavy items.
  - H. Ability to operate a variety of City vehicles and equipment.

## EXPERIENCE AND EDUCATION

Any combination equivalent to education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience

Two years' experience in the automotive parts field.

### Education

Equivalent to completion of the twelfth grade. Vocational training in the automotive field is desirable but not required.

### License or Certificate

Possession of a valid Class C California Driver's License at time of appointment.

PROBATIONARY PERIOD: One year

307CS91

July 1989

Revised: July 1991

AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt